

## AAW Quarterly Progress Note Updates

### ODP Announcement 20-100

#### AUDIENCE:

All ODP Adult Autism Waiver (AAW) Providers and Supports Coordination Organizations (SCOs)

#### PURPOSE:

To inform ODP AAW Providers and SCOs that Quarterly Summary Reports (QSRs) are being replaced by Quarterly Progress Notes (QPNs).

#### DISCUSSION:

Due to changes with the implementation of 55 Pa. Code Chapter 6100 regulations, a QPN template has been developed to replace the QSR template and a new QuestionPro link has been created. Beginning with QPNs that are due November 10, 2020 all providers required to complete QPNs must begin using the new template and the new QuestionPro link: <https://qpn.questionpro.com>

The process and expectations for quarterly reporting remain unchanged and providers that are required to complete QPNs should continue to follow the existing QSR guidance. In accordance with Chapter 6100.805(b), QPNs are not required for vendor goods and services. Further QPN guidance and training is under development by the Office of Developmental Programs.

#### What is Changing:

- **The new QuestionPro link will be made available on October 30, 2020:** <https://qpn.questionpro.com>. The old link will be disabled on October 30, 2020.
- QSR Templates A and B have been replaced with **one QPN template for all providers.**
- Upon entering the participant's MCI #, **first and last initials will be pre-populated** instead of the participant's full name.

- Monthly Progress Notes (MPNs) are no longer required.
- Revised QPN **template** resources are posted to MyODP under Reporting Requirements: <https://www.myodp.org/course/index.php?categoryid=231>

A few reminders:

- It is recommended that the template is completed first so information can be transferred into QuestionPro. The QuestionPro link will expire if left idle for too long.
- All QPNs are still due by the 10<sup>th</sup> of the month following the end of the quarter. Providers should continue to follow guidance found on the AAW QPN Due Dates document.
- After entering the participant's 9-digit MCI number, the participant's region and county will pre-populate. All information may be changed if their demographics change.
- Check spelling of all email addresses entered in QuestionPro to send an electronic copy of the information entered.
- Progress for up to 10 goals/objectives may be entered at one time for one participant and one service. If a participant has more than 10 goals/objectives for one service, an additional survey entry will be required.
- Unless otherwise noted, all sections in QuestionPro are required to be completed.
- Providers should continue to save copies of the QuestionPro report received through email, that documents the date and timestamp in the participant's file.
- Supports Coordinators will continue to write a service note in HCSIS acknowledging receipt of the QPN.

**Please join us for a Virtual Targeted Training (VTT) on October 13, 2020 from 9:00am-10:30am to review the new QuestionPro tool and to answer questions regarding this training.** To register, click here: <https://register.gotowebinar.com/register/9025380089220702220>

If you have any questions or feedback, please direct them to the Provider Support Mailbox at [ra-basprovidersupprt@pa.gov](mailto:ra-basprovidersupprt@pa.gov) with subject line: QPN.